



## **1st Year Parent Teacher Meeting Online**

### **Guidance Document**

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Dear Parent/Guardian,

Unfortunately, we are not yet permitted to have face-to-face meetings in school. Therefore a face-to-face parent/teacher meeting is not yet possible. We are planning to use an online system this year and we are beginning with our first-year parents.

On Thursday evening, **October 21st from 4 pm - 6:30 pm** we are hosting a Parent-Teacher meeting **online** to enable you to meet your son/daughter's teachers to discuss their progress to date in Mulroy College. These meetings will take place virtually through Google Meet.

You will be given an opportunity to select the teachers you wish to meet by preferential choice. Appointments will be assigned in order of your preferences selected on the platform PT Organiser that we are using to run the evenings meetings. It may not be possible to meet all teachers, however, appointments will be distributed equitably. We will do our best to meet everyone's needs but only 30 meeting times will be available for each teacher so it is limited.

All meetings will have a 5-minute duration only.

We will give further information closer to the time on how to access the meetings on the evening, for now, you must follow the instructions below to ensure you complete your preferences for the teachers you wish to meet online. You must complete this by **Friday 15th October**.

To select your preferences please follow the instructions below:

#### **1. VSware ID**

To access your child's 'VSware ID' :

- Login to VSware
- On the "Parent Dashboard" click on the student's name



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VS WARE Parent Dashboard Your Children

## Parent Dashboard

Welcome to the Dashboard

This page is your one-stop-shop to view live notifications on your child's attendance, behaviour, reports and more. If you want to explore further, click into your child's profile.

Your Children

Click on your child's name

Your Contact Details

Notifications

Nothing to report!

Notifications related to your children will appear here when available.

On the 'Pick an Area to explore' screen, see the 'Personal Info' panel and click 'Learn more'

Parent Dashboard

## Child Profile

Pick an area to explore

Attendance

Assessment

Behaviour

Timetable

Personal Info

Learn More

Learn More

Learn More

Learn More

Learn More

Learn More

Click on Personal Info 'Learn More'

Overview of your child's key info. Ensure that this is up to date.



## 1st Year Parent Teacher Meeting Online

Choose the 'School' tab. VSware ID is available on this screen.

Child profile

### Personal Info

On a **School** tab please note VSware ID of your child

Personal **School** Medical SEN

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Class group  
1C (C)

Course type  
Junior Certificate

Enrollment dates  
24/8/2020 - Present

VSware ID  
1234567

Department pupil ID

### 2. PT Organiser

Click on this link [www.ptmorg.com](http://www.ptmorg.com) and log on by clicking on Parent/Guardian login.

### 3. Log in to PT Organiser

Enter our school Roll Number, **712200**

5 numerical digits: seven, one, two, two, zero, and the capital letter O

**712200** followed by the capital letter O

followed by your son/daughter's Student ID number (VSware ID).



## 1st Year Parent Teacher Meeting Online

### Parent Teacher Meeting Organiser

#### Parent / Guardian Login

School Roll Number:

Student ID:

#### 4. Enter Your Preferences

Enter your preferences in order of your preferred choice (1 being the teacher you would like to meet first up to 11, **please make sure you do not enter the same number twice**).

Please see below for an example:

We invite you to make appointments with the teachers listed below.

Please request appointments in order of preference, starting 1,2 etc.

Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
Applied Technology	Damien McVey	<input type="text" value="1"/>
Engineering	Mark Peoples	<input type="text" value="3"/>
English	Darragh Kelly	<input type="text" value="4"/>
Geography	Aoife Ridge	<input type="text" value="11"/>
German	Scátha Farrell	<input type="text" value="6"/>
History	Maria Ryan	<input type="text" value="2"/>
Irish	Breda McGettigan	<input type="text" value="5"/>
Mathematics	Darragh Kelly	<input type="text" value="7"/>
Science	Rodney McKeague	<input type="text" value="10"/>
Tutorial	Damien McVey	<input type="text" value="8"/>
Wood Technology	Declan Docherty	<input type="text" value="9"/>



## 1st Year Parent Teacher Meeting Online


### 5. Save Preferences

Click on save preferences. The closing date for inputting your preferences is **Friday 15th of October**.

Please request appointments in order of preference, starting 1,2 etc.  
Please enter zero if you do not wish to meet a teacher.

Class	Teacher	Preference
English	O'Gara	2
Geog	Tansey	4
Graphics	Bohan	6
History	Mc Carron	7
Irish	Brady	5
Mathematics	Mr O'Shea	1
Music	Malone	8
Physical Education (JC - Revised Syllabus)	Mr Guerin	12
Religious Education	Mr Jones	11
Science	O'Rourke	3
Spanish	O'Donoghue	10
Visual Art	Bruton	9

I am unable to attend the meeting.

I will attend the meeting. Please save my preferences. 

### 6. Your Appointments List

Following this, you will receive a message from us when your appointments with teachers are published. When you receive notification that the appointments have been published you will then be asked to log back into PT Organiser to view your appointment list.

### 7. Meet Teachers

The 'Google Meet' links for the meetings will be sent to you via email where you will be able to access the meetings for each subject teacher.

Please note the time allocated for each meeting will be 5 minutes only.



## ***1st Year Parent Teacher Meeting Online***

### **Online etiquette for Parent Teacher Meeting**

- Please make sure to have a charged device with a camera, good sound and a microphone so the teacher can hear you also.
- Ensure your camera is on and you have a quiet space where you can hear and be heard.
- Please be mindful of where you are, any background images that you do not want visible should be removed.
- Recording of any kind is not permitted.
- Teachers will give you an overview of areas of learning, progression, success, areas for improvement, participation and overall behaviour.
- As each meeting is 5 minutes only, please ensure you are available to enter each meeting at the allocated time.
- Teachers will allow parents access, you may be waiting for a minute or so to enter each meeting.

**All communication should be in line with our Code of Behaviour and mutual respect adhered to at all times.**